



CALIFORNIA High-Speed Rail Authority

California High-Speed Rail Small Business Best Practice Model for Upcoming Design-Build Projects (DRAFT)

The California High Speed Rail Authority will utilize the following procurement strategy to advance the participation of SBs/DBEs/DVBEs and Micro-Businesses in CHSRA's upcoming Design-Build Project.

Request for Qualifications (RFQ)

- CHSRA is in the process of establishing an Overall SB Project Goal
- Proposers must submit an affidavit with their "Statements of Qualifications" to confirm that they will diligently exercise good faith efforts to the satisfaction of the CHSRA to meet an established Overall SB Project goal.
- In the event the Proposer commits to exceed the established Overall SB Project Goal, the SB goal of record will be that committed to by the Proposer.

Request for Proposal (RFP)

Proposers submit an affidavit with their proposals committing the Proposer to exercise good faith efforts to obtain SB commitments equal to or exceeding the established SB participation goal in the RFP. The Proposer shall also include a SB Performance Plan, which includes:

- (a) An estimated dollar amount to be awarded to SB firms;
- (b) Identification of the areas of work to be subcontracted to SBs, specifying the areas in which SB firms have already been selected and the areas SBs are anticipated to be used;
- (c) A description of the Good Faith Efforts the Proposer has made to date and will make in the future to meet the SB goal; and
- (d) Proposers will also be requested to submit with their Proposal their experience and track record working with small businesses.

Design-Build Contract

Small Business Participation Requirements:

Selected Design Builder to submit a refined "Small Business Performance Plan" incorporating CHSRA comments as part of the Overall Project Management Plan.

Hold quarterly strategic planning sessions to establish goals for specific bid items, review all means and methods for identifying and soliciting the participation of SBs, anticipating obstacles and identifying means to overcome these obstacles.

Conduct bid item specific outreach meetings to highlight current and upcoming contracting opportunities.

Develop and conduct information and communication programs on contracting procedures and contract administration, including preparing a schedule of values.

Hire an SB Outreach Compliance Officer or Consultant to administer the "Performance Plan" and meet the following responsibilities:

- Submit Monthly Progress Reports of Commitments and Attainments;
- Provide Technical Assistance to SBs;
- Comply with Commercially Useful Function Standards;
- Ensure timely dissemination of information regarding upcoming contracting opportunities;
- Comply with Prompt Payment and Retainage Provisions (all tiers, SB or non-SB);
- Comply with SB Goal Crediting Provisions; and
- Perform other duties as necessary to meet the respective goals and objectives of the CHSRA's SB Program, including maintaining and updating the Performance Plan.

"CHSRA is building the largest infrastructure project in California. We are committed to ensuring Small Businesses have access to contracts and participate in building the nation's first HSR project in a meaningful way."

- CHSRA CEO Roelof van Ark